

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

No. ECR-HQ0PERS(Gaz)/0062/2024

Secy. to GM- for kind information of GM
General Manager (P)/CORE/Prayagraj
AGM/ECR/HJP
All PHODs/CHODs, ECR/Hajipur
CAO/Con/S & N/MHX
CAO/WP/Patna
SDGM/ECR/HJP
PFA/ECR/HJP
DRMs/ECR- DNR, DDU, DHN, SEE & SPJ
CWM(PD)/MGS, CRW/HRT & WS/SPJ
Chairman/RRB/Patna & MFP
Dy.CPO(IR&W) & Dy. CPO(MPP)/ECR/HJP
Chairman/RRC/Patna
Sr. DPOs/ECR- DNR, DDU, DHN, SEE & SPJ
Addl. Registrar/RCT/Patna
DGM(Law)/ECR/Patna
Dy.CMM/GHZ & SPJ
Principal/ZRTI/ECR/Bhuli & MFP
APO/ESM, APO/M&E and APO/Co-ord/ECR/HJP
APO/MPP/HJP (For uploading on website)
All Extra Divisional Units.

Sub: Selection for the post of Assistant Personnel Officer (Group'B') in Level-08 of Pay Matrix (Pay Band Rs. 9300-34800/- (PB-2) Grade Pay -4800/- as per 6th CPC) against 70% quota.

Ref: 1. This office notification of even no. dated 18.11.2024.
2. This office letter of even no. 31.12.2024.
3. Railway Board's letter no. 2024/E(TRG)/41/19 dated 01.01.2025.

Reference above, Pre-Promotional Training of eligible 16 reserved community candidates (ST) & 6 PwBD (VH/VI) is scheduled to be conducted from 21.01.2024 to 01.02.2024 at Old Conference Hall of ECR/HQ/HJP.

All the Controlling Officers are requested to please ensure the sparing of candidates enlisted in enclosed list for participating in aforesaid training. If any candidate is not willing to attend the training, a written unwillingness may be taken from candidate and will be sent to Dy.CPO/MPP/ECR/HJP and a copy of the same may also be sent to the undersigned. It is stated that the list enclosed is not final and does not confer right to the candidates for taking part in above selection of APO/Gr. 'B'.

Dy.CPO/MPP/ECR/HJP will ensure that training completion report along with attendance sheet & declaration/unwillingness regarding non-participation in training (if any) will be sent to this office by 07.02.2025 positively.

DA : (1) List of 22 candidates.
(2) Schedule of training.

Signed by

Ajeet Kumar

Date: 17-01-2025 18:58:47

**APO/Gaz
for General Manager(P)**

Copy for information and necessary action to :-

➤ All nominated officers/Trainers.

List of ST candidates for appearing in APO Gr. 'B' against 70% quota

Sl. No.	Name of the applicant	HRMS ID	Designation	Place of posting	Division/workshop / Unit	Controlling officer	DOB	Community
1	BRINDABAN KISKU	DPWUEP	Ch. OS	DDU	DDU	CPM/GS/DDU	18/01/1966	ST
2	MOON MOON MUNDA	LUZDKO	OS	DHN	DHN	Sr.DPO/DHN	29/04/1986	ST
3	BHAGWAN SUNDI	SOLNLP	CSWI	DHN	DHN	Sr.DPO/DHN	02/03/1975	ST
4	ASHOK KUMAR VISHWAKARMA	RBHJXN	PS-II/BRKA	BRKA	DHN	Sr.DOM/DHN	07/03/1968	ST
5	JAY KANT KUMAR	OHURHF	Ch. OS	SEE	SEE	Sr.DMM/SEE	20/12/1978	ST
6	SRIKANT MANDAL	LDLOXU	Ch. OS	DDU	PD/DDU	CWM/PD	15/03/1983	ST
7	BINU DEVI	RDMOYE	OS	HJP	HQ	PCMM/ECR/HJP	01/01/1978	ST
8	JOHAN JAMUDA	PJTZMT	OS	HJP	HQ	APO/M&E	03/07/1980	ST
9	RAJ DEO SAH	AFFUOQ	Ch. OS	HJP	HQ	APO/M&E	01/02/1968	ST
10	MUKESH KUMAR MEENA	DDQXJD	CSWI	Jaipur	HQ	Dy.CEE(Project)/HQ/NWR	03/08/1978	ST
11	PRAKASH GAGRAI	MYXNGJ	OS	Patna	HQ	DGM/Law	03/05/1985	ST
12	ISHAK SURIN	BIPRTS	OS	HJP	HQ	Secy to GM	14/08/1975	ST
13	SUNITA SANKH	BNPALF	Ch. OS	HJP	HQ	PCCM/ECR/HJP	12/06/1980	ST
14	BABU LAL TUDU	TBHLYU	Ch. OS	HJP	HQ	PCSTE/ECR	07/07/1968	ST
15	BRIJA LAL MANDAL	MHYQZM	Ch. OS	HJP	HQ	PCSTE/ECR	13/02/1968	ST
16	SHRAVAN KUMAR SAH	CGGKIX	Ch. OS	HJP	HJP	PCME/ECR/HJP	25/01/1971	ST
17	GUNJAN KUMAR	ACSHYS	OS	DNR	DNR	Sr.DPO/DNR	18/12/1982	PwBD (VH)
18	KOMAL GUPTA	UBNALW	Ch.OS	DHN	DHN	CAM/DHN	01/03/1988	PwBD (VH/LV)
19	RAVI KUMAR	IQCNGQ	OS	SEE	SEE	Sr.DPO/SEE	25/03/1994	PwBD (VI)
20	GOURI SHANKAR CHOWDHDURY	KLHWZH	OS	SEE	SEE	Sr.DPO/SEE	19/12/1973	PwBD (VH)
21	DHARMENDRA KUMAR RAHI	RMGCKC	OS	HRT	HRT	APO/HRT	01/01/1989	PwBD (VH)
22	SAMEER KUMAR PAUL	LFBUXE	OS	HRT	HRT	Dy.CMM/HRT	04/01/1980	PwBD (VH)

Schedule of training to be imparted to ST candidates for Selection of APO (Gr. 'B') against 70% quota			
Sl. No.	Subject	Date & Time	Officer nominated (S/Sri)
1.	RECRUITMENT:		
d)	Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;	21.01.2025 (10.00 hrs to 13.00 hrs)	A.K. Rajak APO/SEE
e)	Railway Recruitment Boards & Railway Recruitment Cells;		
f)	Reservation in Recruitment.		
2.	GENERAL CONDITIONS OF SERVICE IN RAILWAYS:		
a)	Appointment, Seniority & Lien;	21.01.2025 (13.00 hrs to 17.00 hrs)	M.K. Pandey APO/DNR
b)	Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;		
c)	All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;		
d)	Promotion rules & eligibility; AVCS, ACP/MACP/DACP;	22.01.2025 (10.00 hrs to 13.00 hrs)	S.C. Kumar APO/Con/MHX
e)	Procedures of Selection, Suitability and Trade Tests;		
f)	Sealed Cover procedure; Next Below Rule; Refusal of promotion;		
g)	Rules of Transfer (Inter Railway & Inter Divisional);		
h)	Deputation;		
i)	Types of Leave; Rules & Joining Time; Encashment of leave;	22.01.2025 (14.00 hrs to 17.00 hrs)	A.K. Rajak APO/SEE
j)	Pass Rules; AILTC;		
k)	Reservation policy for SC, ST,		
	OBC, PwBD, ESM & EWS; rules and rosters;		
l)	HOER;		
m)	PME & Mandatory Health Check-up; Medical decategorisation and absorption of medically de-categorized staff in alternative posts.		
3.	HUMAN RESOURCES MANAGEMENT:		
a)	Overall Earning & Expenditure, including staff expenditure, Operating Ratio;	23.01.2025 (10.00 hrs to 13.00 hrs)	Prabhat Kumar APO/IR&W/HJP
b)	Manpower planning; Book of Sanctions & Scale-check;		
c)	Supernumerary posts & Redeployment;		
d)	Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;	23.01.2025 (14.00 hrs to 17.00 hrs)	Avinash Kumar APO/DNR
e)	Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;		
f)	Duty Rosters; Link Diagram; Crew Link & Power Plan;		
g)	Work-charged posts;		
h)	Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;	24.01.2025 (10.00 hrs to 13.00 hrs)	Yogeshwar Mahali Asst.Secy(Conf)
i)	Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65		
j)	Training Modules for different posts,		
k)	Training under Apprentices Act, Online Training,		
l)	Performance Appraisal – APARS & SPARROW.		
m)	Mission Karmayogi; Rail Kaushal Vikas Yojana, etc		

4.	INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:		
a)	Formal & informal interaction with ecognized trade unions and associations;	24.01.2025 (14.00 hrs to 17.00 hrs)	Avinash Kumar APO/DNR
b)	PNMs, Staff Councils & PREM at various levels;		
c)	Role of JCM and Labour Tribunals & Labour Commissioner;		
d)	Facilities and privileges to trade unions & associations.		
e)	Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee’s (Workmen’s) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).	27.01.2025 (10.00 hrs to 13.00 hrs)	Prabhat Kumar APO/IR&W/HJP
5.	STAFF WELFARE:		
a)	Staff Grievances Redressal Mechanisms;	27.01.2025 (14.00 hrs to 17.00 hrs)	B.K. Singh APO/MPP/HJP
b)	SBF, Railway Institutes, Railway schools & colleges, scholarships,		
c)	Ex-gratia payment,		
d)	Incentive Bonus Scheme;		
e)	Sports Incentives & cultural competitions, extra-curricular activities;		
f)	Excursions, tours and holiday camps; co-operative Societies;		
g)	Medical assistance;		
h)	Quarters – types, allotment & retention rules.		
6.	DISCIPLINE & APPEAL RULES:		
a)	The Railway Services (Conduct) Rules, 1966 & related instructions – scope and Implementation.	28.01.2025 (10.00 hrs to 13.00 hrs)	S.C. Kumar APO/Cop/MHX
b)	The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.		
7.	FINAL SETTLEMENT:		
a)	Retirement rules, types & benefits;	28.01.2025 (14.00 hrs to 17.00 hrs)	Dilip Kumar APO/M&E/HJP
b)	Old and New Pension schemes; Final Settlement rules under various circumstances;		
c)	Qualifying Service;		
d)	Pension & Family Pension, Provident Fund Rules;		
e)	Commutation, Gratuity, GIS, Leave Salary;	29.01.2025 (10.00 hrs to 13.00 hrs)	B.K. Singh APO/MPP/HJP
f)	Other-than-Normal Retirement (ONR) cases;		
g)	ARPAN, Pension Adalats & Pensioners’ Associations & representations;		
h)	RELHS & post-retirement benefits		
8.	IT APPLICATION PLATFORMS:		
a)	Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;	29.01.2025 (14.00 hrs to 17.00 hrs)	Abhishek Kumar APO/SEE
b)	Future of IT in Personnel Management.		
9.	REPRESENTATIONS & COURT CASES:		
a)	Service Law;	30.01.2025 (10.00 hrs to 13.00 hrs)	R.K. Pandit APO/SEE
b)	Handling legal cases (in CATs and Courts);		
c)	RTI & CIC matters; other statutory commissions / bodies;		
d)	CPGRAMS, CA(iii) References, etc.		
10.	Official Language Policy and Official Language Rules.	30.01.2025 (14.00 hrs to 17.00 hrs)	Rajesh Kumar APO/DDU

11.	Financial Rules:		
a)	Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.	31.01.2025 (10.00 hrs to 13.00 hrs)	Rupesh Kumar AFA/Finance/HJP
b)	Railway Budget – Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.		
c)	Rules of Allocation – Classification of expenditure – Control of expenditure – Responsibility Accounting – Performance Budgeting – Exchequer Control – Financial Results of Working lines.		
d)	Works Programme – Financial justification of Works – Surveys – Preparation of Estimates – Capital Budget – Control over Capital Expenditure – Reappropriation of Funds.		
e)	Financial control over Stores Expenditure – Purchase and Stores Keeping Procedure – Inventory Control and ABC Analysis.		
f)	Financial & Cost Control in Railway Workshops/Sheds/Units.		
g)	Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.	31.01.2025 (14.00 hrs to 17.00 hrs)	Dinesh Kumar AFA/Finance/HJP
h)	Procedure for Possessing and finalizing Audit Objections and Draft Paras.		
i)	Delegation of Powers.		
j)	Losses, Frauds and Embezzlements.		
k)	General Financial Rules		
l)	Government e-Market (GeM)		
m)	Classification of Railway Revenue (Earnings)		
n)	Information Technology in general with specific reference to Railway's IT Applications		
o)	Taxation matters with special focus on GST & Income Tax		
p)	Organization of CGA and C&AG		
q)	Any other topic felt necessary from time to time		
12.	ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:		
a)	Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.	01.02.2025 (10.00 hrs to 13.00 hrs)	P.K. Mishra. APO/RRC
b)	Organization, objectives and functions of Personnel Department.		
c)	Relevance and role of human resources with reference to current objectives, reforms and developments in IR.		
13.	RECRUITMENT:		
a)	Classification of Services and Categories;	01.02.2025 (14.00 hrs to 17.00 hrs)	Suresh Prasad PS-I to PCME
b)	General qualifications, conditions & rules for appointment; Medical fitness;		
c)	Safety, Non-safety & Essential Categories;		